MILWAUKEE COUNTY APPLICANT TRACKING SYSTEM USER GUIDE

SEARCH OPEN POSITIONS

Enter to see current postings. Search for specific titles, locations, divisions, employment type, and/or compensation type using the search fields. The Job Search page only displays job postings that are open.

Job Alert

Applicants can create a "Job Alert" to receive email notifications when job opportunities that match a candidate's search criteria become available. Applicants must first perform a search in order to create a job alert.

Once a search is performed, click the *Create Job Alert* link. This opens the Create Job Alert pop-up. Enter a title, up to 60 characters. This is a required field. Select the frequency of the job alert:

- Daily - Job alerts are sent daily on each day for which there is at least one requisition that meets the criteria defined for the job alert. This is selected by default.

- Weekly - Select this option to receive job alerts on a weekly basis. Job alerts are sent each week beginning one week from the date on which the job alert is created and only if there is at least one requisition that meets the criteria the applicant defined for the job alert.

Click **Create**. This closes the Create Job Alert pop-up and returns the applicant to the Job Search page.

Scroll down through the **All Jobs** list to see all current postings.

Search Jobs

Keyword or ReqID 🔍
Create Job Alert | Share Search

Date Posted ⬍	Job Title ⬍	Department ⬍
5/5/2016	**Clerical Assistant 2**	1140 Human Resources
5/6/2016	**Manager Assistant - Human Resources**	1140 Human Resources

(2 Results)

For position details (including department, location, qualifications and compensation), click on the position title.

Apply with LinkedIn 🔗
Terms of use
Don't have a LinkedIn Profile?
Apply Now
Refer Job: 📘 🔗
⊕ Add to Saved Jobs
Back

Position Details	
Position Title:	Clerical Assistant 2
Requisition ID:	req8
Department:	1140 Human Resources
Compensation Range:	15.98 - 19.57
Experience	
Minimum Qualifications:	**Experience**: Two (2) years of full time clerical experience some of which must have included basic WORD and basic EXCEL is required. **NOTE**: Possession of an Associate's Degree or higher may substitute for the required experience. **Knowledge, Skills and Abilities**: Knowledge of office practices, principles, methods and procedures; knowledge of spelling, grammar and punctuation; knowledge of the use of a personal computer; written and oral communication skills; organizational skills; proficiency in basic WORD and EXCEL; ability to follow oral and written instructions;

CREATE AN APPLICANT PROFILE

Applicants must create an Applicant Profile the first time they apply for a position. After that, applicants log in to their created profile to apply for other positions. Create a new account by clicking on the "Create a Profile" link in the upper right hand corner of the page.

Create a Profile | Log In

NOTE: If you have previous applied through Milwaukee County using the old Ceridian system, your previous credentials are no longer valid and you need to create a new profile.

Enter the following information to create a new applicant profile within the system:

- <u>First Name</u> - Enter your first name. The character limit for this field is 100. This is a required field.

- <u>Last Name</u> - Enter your last name. The character limit for this field is 100. This is a required field.

- <u>Email</u> - Enter the email address you want to associate with your profile and use when logging in to the career site. The character limit for this field is 100.

- <u>Confirm Email</u> - Reenter your email address to ensure it is entered correctly. This email address must match the one entered above.

- <u>Phone</u> - Enter the phone number you want to use as your contact number. The field accepts up to 30 characters.

- <u>Password</u> - Enter the password you want to use when logging in to the career site. Passwords must meet the following requirements:

  Passwords must contain both upper and lower case letters.
  Passwords must contain alpha and numeric characters.
  Passwords must be 4-16 characters.

Passwords cannot have leading or trailing spaces.
Passwords cannot be the same as the email address.
When changing passwords, new passwords cannot be the same as the previous password.

- Confirm Password - Reenter your password to ensure it is entered correctly. This password must match the one entered above.

If you have already created a new user ID and password on the Cornerstone site and cannot remember your password, reset your password by clicking on the "Log In" link in the upper right hand corner of the career site.

Click the "Forgot Password" link below the "Sign In" button. Once the user fills out their user ID (email address), an email is sent which allows them to resubmit their password.

APPLY FOR OPEN POSITION

Select the desired position from the list of positions matching search criteria, positions listed in the All Jobs list or Saved Jobs in your Profile. From the position description page you can:

- Apply with LinkedIn profiles
- Apply using your Cornerstone Profile
- Refer the job to others via email, Facebook and/or LinkedIn
- Add the position to Saved Jobs
- Go back to the Current Postings list

Apply using LinkedIn

Select the icon in the upper left corner of the page. Sign in to LinkedIn and allow access. Applicant will be taken to the first step in the application process.
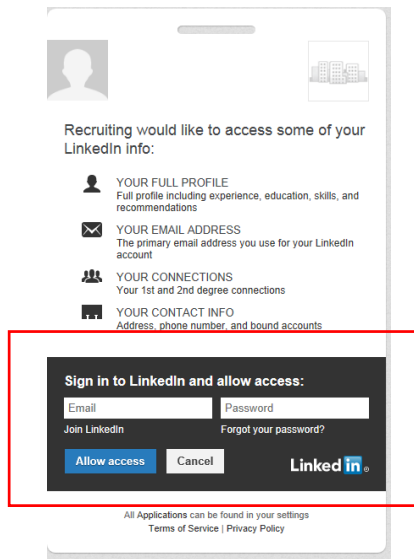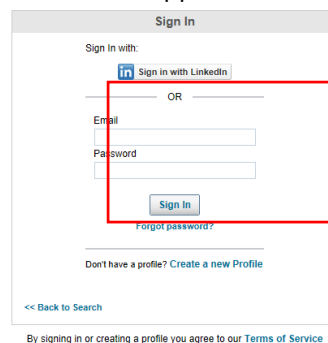
NOTE: You __must__ set your LinkedIn public profile. From the account box in the top banner, scroll down to Privacy & Settings and click on Manage. Select "Edit your public profile" in the Helpful Links list and select "Make my public profile visible to everyone".
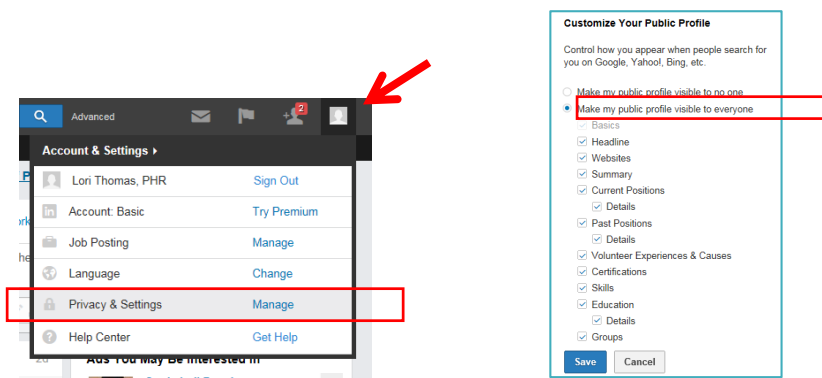
Apply using your Cornerstone Profile

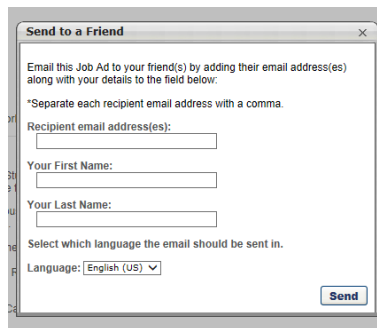Select the icon in the upper left corner of the page.

Enter your email address and password. Click on "Sign In". Applicant is taken to the first step in the application process.

- If the user is logged in either with LinkedIn or system credentials, the user is taken to the first step in the application process.

- If the user is not logged in, the user is taken to the Sign In page. Upon logging in or creating a new profile, the user is taken immediately to the Application page of the selected job.

- If the user is logged in and has already completed the application for a position, this option is not available. Instead, a message displays the date on which the user applied for the position.

- If the user is logged in and has partially completed the application for a position, this option is not available. Instead, the user's completion percentage is displayed and a Continue Application button appears.
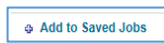
Refer Job

To refer the job via email, select the ▭ Refer Job: ▭ icon. Enter recipient email address(es) and your first and last name. You can send the job ad to multiple friends at once by entering multiple email addresses in this field, separating each address with a comma. Click on Send.

To refer the job via Facebook or LinkedIn, select the appropriate icon ▭. Log in and follow steps indicated.

Save Job

To save a position to your profile, select the ▭ Add to Saved Jobs ▭ icon. The position is listed on your profile page. To access your profile from the jobs.cscc.com page, select the "My Profile" link in the top right corner. Enter your email and password.

- If you are logged in either with LinkedIn or system credentials, the job is added to your list of saved jobs on the My Profile page. The link is then hidden.

- If you are not logged in, you are taken to the Sign In page. Upon logging in or creating a new profile, you are taken back to the Job Details page from which you came. Click on Add to Saved Jobs icon.

- If the job is already in your list of saved jobs, this option is not available.

COMPLETE ONLINE APPLICATION

Once you are signed in, applicants are taken to the first step in the application process. The Job Title and Application Status Bar appear at the top of the page.

1 Introduction	2	Resume/Other Attachments	3	Candidate Qualifiers	4	Civil Service Confirmation	5	Voluntary Questions	6	Disclaimer	7	Submit Application
Welcome												STEP 1 - 1

- Job Title - This displays the title of the job to which the applicant is applying.

- Application Status Bar - This is used to give the applicant a visual representation of the steps involved in the application as well as their completion progress through the application.

  - The status bar is divided into sections as defined in the application workflow for the selected job requisition, including each section title.

  - The width of each section is proportional to the percentage associated with the section within the application workflow.

  - The section that the user is currently working on is partially highlighted with yellow to indicate to the user where they are in the application process.

  - Completed sections are completely highlighted with green to indicate the section is complete.

  - The following items may be included on the Application Status Bar:

    Instructions
            Upload Resume and Supporting Documents
            Compliance Questions
    Required Questions
    Submit

At the bottom of the page, the following **action buttons** may be available, depending on the stage in the application process:

- Back - Click to save any progress made on the current page and return to the previous page in the application process. This option is not available on the first page of the application.

- Save/Return Later - Click to save progress on all application pages and navigate the user to the My Profile page. The saved application is added to the user's Application Status section on the My Profile page.

- Cancel - Click to cancel the application entirely and delete all progress. A confirmation pop-up appears to confirm the action.

- Next - Click to validate all information on the page and proceed to the next step in the application process. This option is not available on the last page of the application.

« Back   Save / Return Later   Cancel   Next »

Step 1: Instructions and notices are provided to the applicant.

> **Note:** All positions require a resume to be completed.

Step 2: Required Questions

Pre-screening questions are commonly used to prescreen and remove applicants who do not meet the minimum requirements of a job. If an applicant completing the application process answers at least one of the questions incorrectly, the system excludes that person from the list of submissions for the recruiter to review. A user who answers the pre-screening question wrong is not prevented from completing the application process.

One or more questions may be used to screen out applicants who do not answer the question correctly or who provide a response that does not meet the qualifications of the position. Each question functions as its own test so that elimination questions can be mixed with regular questions. Once the applicant advances to the next action item, the pre-screening questions become read-only and cannot be modified.

Free form essay questions may be included in the application. Free form questions allow applicants to type their response into a response field, rather than select a correct or incorrect answer. The character limit for completing the question is 4,000.

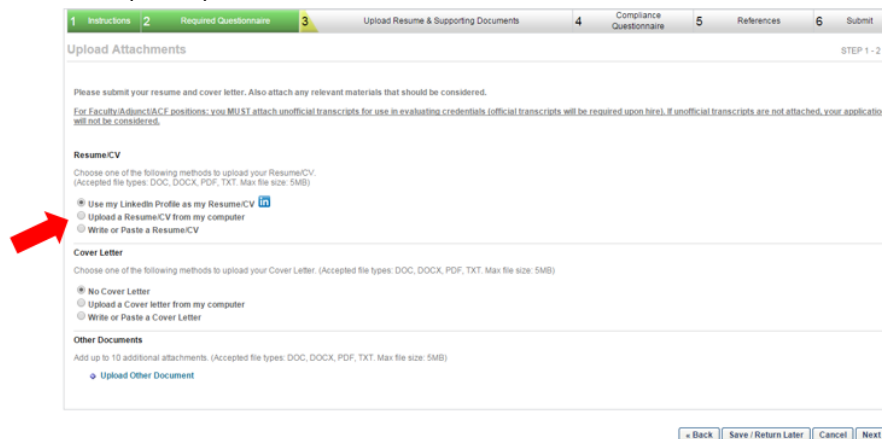The applicant must complete all questions to advance to the next action item.

Step 3: Upload Resume and Supporting Documents.

A. **Resume/CV**

Options for uploading your Resume/CV include:

- Using your LinkedIn Profile as your Resume/CV
- Uploading your Resume/CV from your computer
- Write or paste your Resume/CV

Use LinkedIn Profile as Resume/CV

Enter your LinkedIn credentials. When the user enters their LinkedIn credentials, the system checks whether the LinkedIn account is already connected with a different user within the system.

A. If the LinkedIn account is not connected with a different user within the system, then the LinkedIn account is connected with the system user record.

B. If the LinkedIn account is connected with a different user within the system, then the Duplicate LinkedIn Account pop-up appears, alerting the user that there is a duplicate account and that they must log out and log back in using LinkedIn.
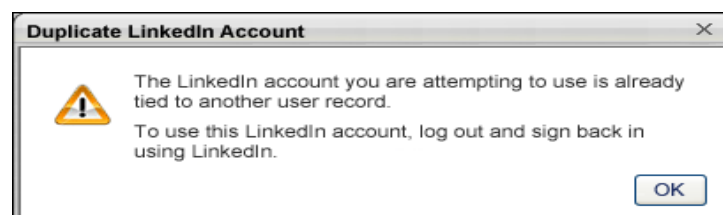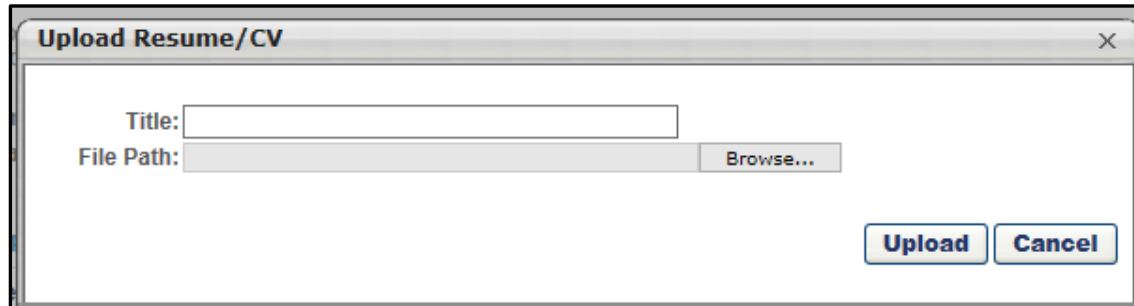

1. If the user has already completed the application for the position, this option is not available.

2. If the user has partially completed the application for the position, this option is still available and returns the user to the last completed page in the application process when clicked.

3. **NOTE:** You must set your LinkedIn public profile. From the account box in the top banner, scroll down to Privacy & Settings and click on Manage. Select "Edit your public profile" in the Helpful Links list and select "Make my public profile visible to everyone".

**Edit information that is uploaded into your application on the Review Page.

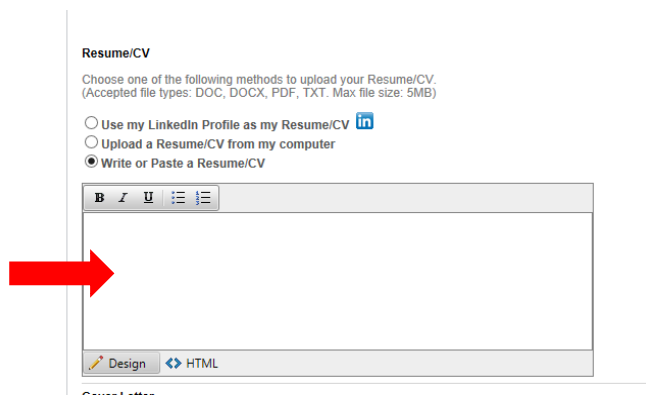**Upload Resume/CV from Computer**

Select this option and enter the document title and file location. Click Upload.

**Edit information that is uploaded into your application on the Review Page.

Write or Paste Resume/CV

Select this option and enter or paste Resume/CV content into text box.

**Edit information that is uploaded into your application on the Review Page.

B. **Cover Letter**

Options for uploading your Cover Letter include:

- Uploading your Cover Letter from your computer
- Write or paste your Cover Letter

Upload Cover Letter from Computer

Select this option to upload a cover letter file from the computer. The maximum file size is 5MB and the accepted file types are .doc, .docx, .pdf, and .txt.

- In the Title field, enter a title for the uploaded cover letter file. The character limit for this field is 50.

- Click the **Browse** button to locate and select the appropriate file. After selecting the file, click the **Upload** button. The uploaded cover letter file appears below.

Write or Paste a Cover Letter

Select this option to enter the cover letter contents. When this option is selected, a text field appears, in which users can enter or paste the contents of their cover letter. This field accepts HTML and has standard formatting options. This field has no character limit.

C. **Other Documents**

Users can upload up to 10 attachments to their application. These may be work samples, reference letters, unofficial transcripts, etc. The maximum file size is 5MB and the accepted file types are .doc, .docx, .pdf, and .txt.

- In the Title field, enter a title for the uploaded cover letter file. The character limit for this field is 50.

- Click the **Browse** button to locate and select the appropriate file. After selecting the file, click the **Upload** button. The uploaded file appears below.

Edit Application Information

On the Review page, applicants can review, edit, and add to their resume content. The resume information that initially appears on the Review page is the content that was parsed from the resume information added on the Upload page.

The Review page is divided into five sections:

1) **Contact Information**

Initially, the contact information is taken from the submitted resume, if applicable.

In the Contact Information section, enter the following information. Any information that is entered overwrites the existing information on the User Record.

- Phone - The character limit for this field is 30. If Requisition and Applicant Preferences are configured by the administrator to require that applicants provide a phone number, then applicants cannot move to the next step in the workflow without completing the Phone field. If the applicant's uploaded resume or LinkedIn profile includes a phone number, then the system populates the Phone field with the value.

- Address Line 1 - The character limit for this field is 200.

- Address Line 2 - The character limit for this field is 200.

- City - The character limit for this field is 100.

- State - The character limit for this field is 2.

- Zip - The character limit for this field is 20.

- Country

```
┌─ Contact Information ────────────────────────────────────────────────────────┐
│ Phone:                                                                        │
│ [                ]                                                            │
│ Address Line 1:                                                               │
│ [                          ]                                                 │
│ Address Line 2:                                                               │
│ [                          ]                                                 │
│ City:              State/Province:   Zip/Postal Code:                         │
│ [            ]     [        ]        [            ]                           │
│ Country:                                                                      │
│ [--select country--    ▼]                                                     │
└──────────────────────────────────────────────────────────────────────────────┘
```

2) **Employment History**

Initially, the employment history information is taken from the submitted resume, if applicable. The following information is displayed for each position:

- Employer – The employer name.

- Begin/End Dates - The user's begin and end date(s) with employer. If the user is currently working at the employer, leave the End Date blank.

- Classification Title - The title of the position held.

- Work Performed - Details and/or responsibilities associated with the position.

- Ending Salary - The user's most recent salary. If hourly, add hourly rate with "/hr" after rate.

- Reason for Leaving - The user's reason for leaving. Enter "N/A" if still with employer.

The following options are available in the Options column:

- Edit - Click to edit the employment entry.

- Delete - Click to delete the employment entry.

To add employment history, click the *Add New* link. The Add Work Experience Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.

3) **Education**

Initially, the education information is taken from the submitted resume, if applicable.
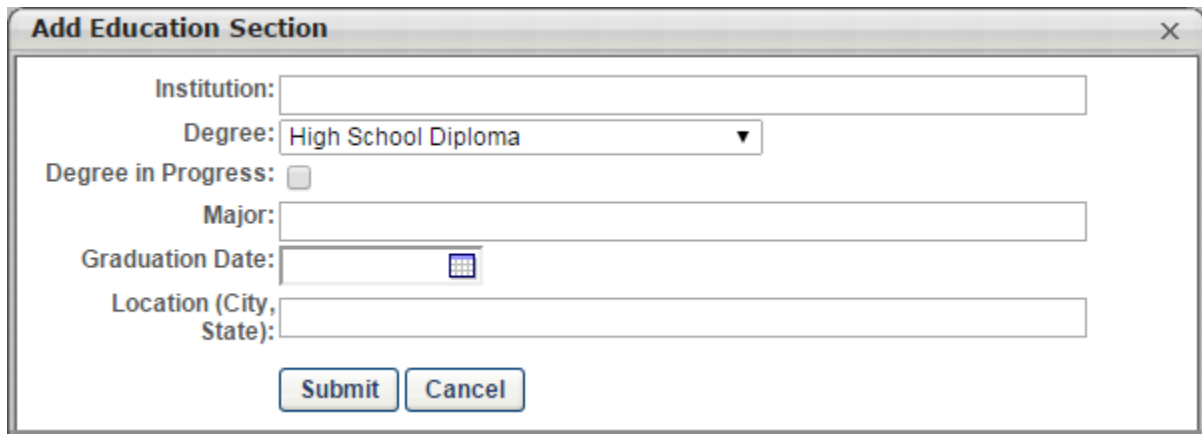
The following information is displayed for each education entry:

- Institution – Name of institution attended or attending
- Degree – Select the degree obtained or in process of obtaining.
- Degree in Progress – Place a check in this box if in process of obtaining degree.
- Major (or Area of Study) - The major focus of study.
- Graduation Date - The user's graduation date associated with the education.

- Location - The city and state the institution is located.

The following options are available in the Options column:

- Edit - Click to edit the education entry.

- Delete - Click to delete the education entry.

To add education, click the *Add New* link. The Add Education Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.

Add Education Section   ✕

Institution: [   ]
Degree: [High School Diploma   ▼]
Degree in Progress: ☐
Major: [   ]
Graduation Date: [🗓]
Location (City, State): [   ]

[**Submit**] [**Cancel**]

4) Certifications

Initially, the certifications information is taken from the submitted resume, if applicable.
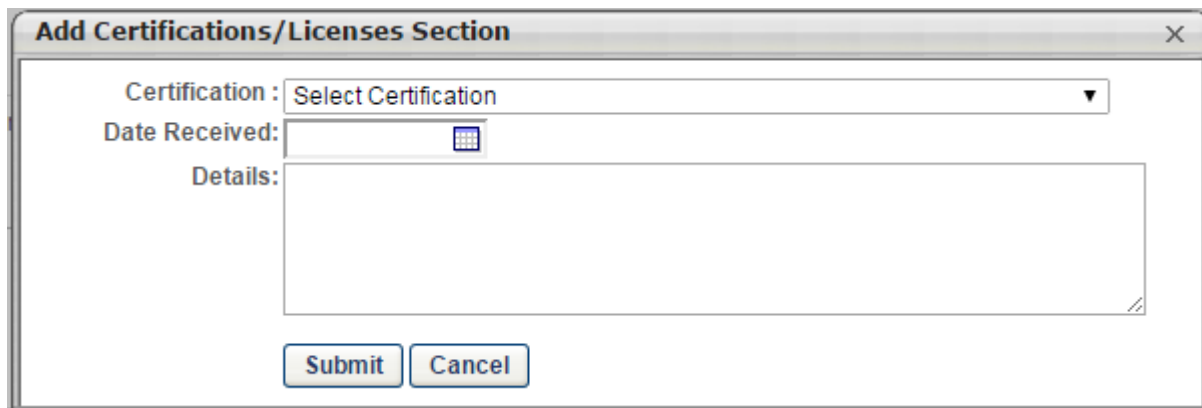
The following information is displayed for each certification entry:

- Certification - The name of the certification or license earned.

- Date Received - The date on which the certification or license was received.

- Details - Any additional details pertaining to the certification or license.

The following options are available in the Options column:

- Edit - Click to edit the certification entry.

- Delete - Click to delete the certification entry.

To add a certification, click the *Add New* link. The Add Certifications/Licenses Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.

**Add Certifications/Licenses Section**   ✕

Certification : [Select Certification   ▼]
Date Received: [🗓]
Details: [   ]

[**Submit**] [**Cancel**]

5) Skills

Initially, the skills information is taken from the submitted resume, if applicable.
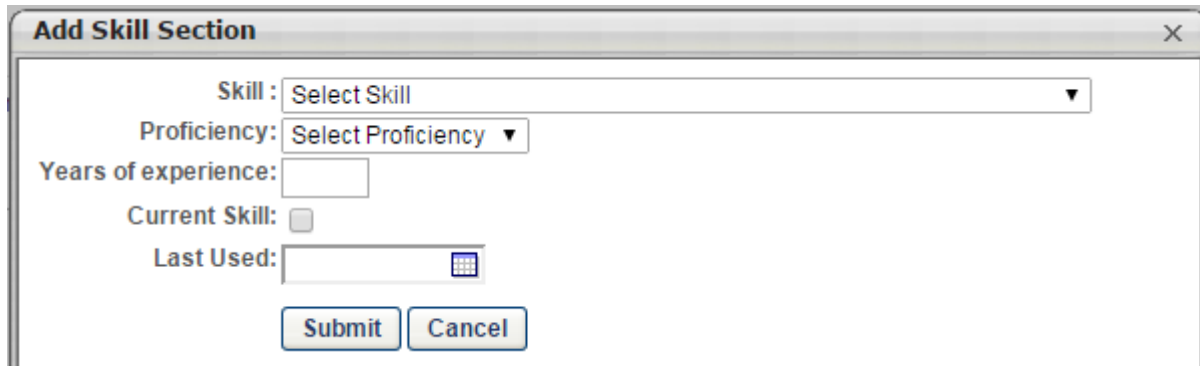
The following information is displayed for each skills entry:

- Skill - The skill name (Spanish, Microsoft Office, Scuba Diver, etc.).

- Proficiency - The proficiency of skill (Low, Medium, High).

- Years of experience - The years of experience the user has for the skill.

- Current Skill – Place a check mark in the box if the skill is currently used.

- Last Used – The date of the last time the skill was used.

The following options are available in the Options column:

- Edit - Click to edit the skills entry.

- Delete - Click to delete the skills entry.

To add a skill, click the *Add New* link. The Add Skill Section pop-up opens. Enter the appropriate information for the new entry and click **Submit** to add the entry to the Review page.

Resume/CV Acknowledgement

At the bottom of the page, the Resume/CV Acknowledgement must be selected prior to advancing to the next action item.

Selecting this option indicates that you acknowledge that by advancing to the next action item, you are replacing any existing resume information with this resume information. When **Next** is clicked, any previously saved resume data is overwritten with this data.

NOTE: If you attempt to navigate back in the application from this page using the Back button, a pop-up box appears indicating any changes made on this page will be lost.
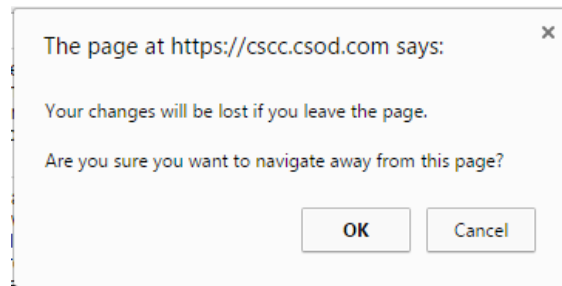
If you need to navigate back in the application and made significant changes after your resume was parsed, it is recommended to make a copy (hard copy of electronic) of what is on the page so when you return, you know what changes were made and can update the page accordingly.

Step 4: Compliance Questionnaire

This information is used to assist in our compliance with Federal/State equal employment opportunity record keeping and reporting. Responses are voluntary and not used in any way to determine employment eligibility.

Advisor - Arts and Sciences

1 Instructions	2	Required Questionnaire	3	Upload Resume & Supporting D

Compliance Questions

The information requested below is used to assist us in our compliance with Federal/State equal employment opportunity record keeping and reporting. Your res

1. Gender: [Please Select ▾]

2. Ethnicity: [Please Select ▾]

3. Veteran Status (Part 60-250): [Please Select ▾]

4. Disability: [Please Select ▾]

Step 6: Submit

The Submit Application action item enables applicants to submit their finalized application. This action item is required for all application workflows.

Please make sure that your information is complete and that you are completely satisfied before pressing the Submit button.

Please ensure that you have uploaded your cover letter, transcripts (if applicable) and any relevant materials that should be considered as part of your application. Once you press the Submit button, your application is submitted for consideration.

Note: NO changes can be made by applicants once the application has been submitted. If applicants need assistance, email humanres@cscc.edu.

Advisor - Arts and Sciences

1 Instructions	2	Required Questionnaire	3	Upload Resume & Supporting Documents	4	Compliance Questionnaire	5	References	6	Submit

Submit Application   STEP 1 - 1

Please make sure that your information is complete and that you are completely satisfied before pressing the Submit button.

Please ensure that you have uploaded your cover letter and any relevant materials that should be considered as part of your application.

Once you press the Submit button, your application will be submitted for consideration.

[Submit Application]

[« Back] [Save / Return Later] [Cancel] [Close]